

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: LIVE-IN DRIVER (Transportation Department)

POSITION LOCATION: ASDB-Tucson

POSITION REPORTS TO: Transportation Manager

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS: High School diploma or GED; valid Arizona driver license with good driving record and clean 39-month driving history. Ability to work a flexible schedule. Must have CPR and CIT training or be certified within 90 days of employment. Must successfully complete State of Arizona Driver Training within 15 days of employment.

PREFERRED QUALIFICATIONS: Experience with hearing impaired, visually impaired, or multiply disabled children; intermediate sign language; and experience with behavior management techniques. Beginning office and computer skills.

MAJOR DUTIES AND RESPONSIBILITIES:

- Be available to work the on-call shift on assigned day(s).
- Remain accessible on campus or by pager to be able to report within 15 minutes of page during the entire on-call shift unless prior arrangements have been made with the Transportation Coordinator or Transportation Manager.
- Transport students to various appointments or any other location as needed per the instructions of the Transportation Manager or his/her designee.
- Daily duties may include, but are not limited to, assisting with administrative office support duties, delivering the mail from the campus to the post office, delivering bank deposits, and refueling ASDB vehicles.
- Attends all announced department and agency meetings.
- Performs necessary cleaning duties in the residence halls.
- Completes required paperwork.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS:

- Knowledge of Arizona traffic laws.
- Knowledge of emergency procedures, including first aid and vehicle evacuation techniques.
- Knowledge of assertive discipline techniques and non-aggressive restraint techniques.
- Knowledge of mobility techniques to assist visually impaired students.
- Familiar with the operation of specialized equipment, e.g., wheel chairs and lifts.

SPECIAL CONDITIONS/REQUIREMENTS: Must utilize appropriate personal protective equipment as required. Mobility required for performing job duties while driving and to assist students in/out of vehicles. Vision acuity required to operate a motor vehicle.